**Space Planning Principles and Process Guideline**

**Faculty of Health**

**Principles**

1. Space is owned by the University and delegated to Faculties/Units to support their academic plans and activities.
2. In Health, space is part of our integrated resource plan (IRP) for supporting Unit Academic Plans (School/Department/College/Research/Administrative) that are aligned with the Faculty Academic Plan and the University Academic Plan.
3. Under the new SHARP budget model, the Faculty must pay for teaching, research and administrative space so planful, efficient and cooperative allocation and utilization is necessary.

**Prioritization**

1. Strategic Enrollment Management: space allocation and utilization needs to support undergraduate and graduate student admissions, retention and growth goals and targets.
2. Present and Future Needs:

* maintaining facilities as well as addressing deteriorating and inadequate facilities
* addressing Short term needs: within year
* planning for Medium term needs: 2-5 years
* planning for Long term needs: 5-10 years.

1. Fit: assigned spaces should be appropriately matched to academic priorities and specific needs, including consideration of adjacencies for enhancing teamwork and collaboration.
2. Funding Availability: for construction/alteration, operations and expansion.
3. Research: active research project(s) and scope of student research supervision determine the need to have specific space. When these needs change, adjustments will be made to having the space increased, decreased or repurposed as appropriate.
4. Accomodation and Accessibility: eg. meeting the Accessibility for Ontarians with Disabilities Act (AODA) standards.

**Process**

1. Health Space Committee reports to the Dean. Membership includes:
   * Associate Dean Research & Innovation: chair of the committee
   * 4 Chairs/Director; 2 Masters
   * Faculty Executive Officer; Manager Physical Resources, Health & Safety, Research Support; Director of Students
   * Executive Assistant to the Dean (administrative support).
2. Mandate:
3. Serve as a forum for stakeholder representatives to come together to identify and share information about space needs and issues (drawing on Unit Academic and Resource Plans),
4. Make recommendations to the Dean which: 1) address short term within academic year needs, and 2) help prepare mid and long range plans for space needs and utilization.
5. Liaise with the University SPACE Committee as required.
6. Meeting Frequency: twice during the Fall term (in preparation of annual space plan); once in the Winter term. Additional meetings as required.
7. Reporting:
   * Once per term to the Executive and Planning Committee
   * Specific issues brought to the Chairs and Directors when needed
   * Yearly to the Dean (October).